



Office of the Chancellor
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The Health Sciences Center

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22 July 2024

MEMORANDUM NO. CMLT-2024-193

TO : **Project Leaders**

THROUGH : **The Deans, Directors, and Heads of Offices/Units**

SUBJECT : **Engagement of Project Personnel in UP Manila**

All Project Leaders are reminded to observe the following guidelines in engaging services of project personnel (Research Assistants), in compliance with existing government rules and regulations, **effective 01 August 2024** :

- Project personnel may only be engaged in **either** one (1) full-time, **or** up to 2 part-time projects.
- Both Project Leaders' approval is required to engage in two (2) part-time project/s.

Henceforth, **new** full-time and part-time project personnel must submit the revised Project Contract Form (PCF) which is downloadable through the following links: [PCF for new full-time personnel](#) (UPM-RGA-OP-01F15) and [PCF for part-time personnel](#) (UPM-RGA-OP-01F14). Project personnel of ongoing projects engaged in only one (1) full-time service are not required to revise their existing PCF.

In addition to the PCF, all project personnel must submit a list of their project engagement/s using the form accessible through this [link](#) (UPM-RGA-OP-01F13). The accomplished form must be submitted to the Research Grants Administration Office (RGAO) along with payroll documents for the salary period of 1-15 August 2024 **on or before 16 August 2024**. The form submission shall be part of the standard procedure in engaging projects.

If you have questions or clarifications, please contact RGAO at (02) 8567-2054 or rgao.upm@up.edu.ph.

This memorandum shall supersede previous issuances and practices inconsistent with this issuance shall be considered invalid.

For your information, guidance, and strict compliance.

Dr. Michael L. Tee
Professor and Chancellor